

Great schools begin with excellent teachers



Iowa Board of Educational Examiners

Grimes State Office Building • 400 E. 14th Street • Des Moines, IA 50319
www.boee.iowa.gov • (515) 281- 3245

THE IOWA BOARD OF EDUCATIONAL EXAMINERS ENSURES EDUCATOR QUALITY

Did you know?

* The Board each year issues more than 23,000 licenses and certificates, ranging from initial teaching licenses to administrator licenses.

* All license records of Iowa teachers can be viewed online at www.boee.iowa.gov.

* More than 3,000 license renewals are handled entirely online each year.

* BOEE staff visit more than two dozen Iowa teacher preparation institutions to review licensing with soon-to-be graduates.

* The BOEE stands ready to answer questions about licensing. At peak times (March – October), the Board handles up to 300 inquiries a day via telephone and email.

For more licensure details, see Chapters 14 – 22 of Iowa Administrative Code, Section 282, at www.boee.iowa.gov.

The Board of Educational Examiners helps ensure educator quality through high licensing standards for pre-K through grade 12 teachers, administrators and other educators. The 12-member board serves as:

- An independent licensing agency, created in 1989, helping to safeguard schoolchildren by establishing professional and ethics standards for Iowa's educators.
- A self-financed agency that relies solely on revenues from licensing fees and receives no state appropriations
- A resource to other professional education organizations, answering questions and concerns of teachers, school board members and administrators regarding licensure and ethics.

Who Serves on the Board?



The Governor appoints the Board. By code, nine of the members must be licensed educators, four of whom are administrators. Two are public members, of which one must have school board experience.

MISSION

The Board of Educational Examiners provides leadership in practitioner licensure, and practitioner rights, responsibilities, practices and ethics.



The Path to Licensed Educator

Initial license

New graduates from approved teacher preparation programs apply for a two-year initial license. An ambitious screening process -- including background checks by the Iowa Department of Criminal Investigation and the Federal Bureau of Investigation -- ensures that new teachers meet Iowa qualifications.

Standard license

Teachers with an initial license work closely with a trained mentor. After two years, they qualify for a standard license by meeting Iowa's teaching standards as verified through a comprehensive evaluation completed by a licensed evaluator.

Other Board Services

* A majority of the Board's work concerns license renewals -- for experienced teachers and administrators.

* The agency reviews applications for licenses from educators moving to Iowa to ensure they meet state standards.

* The Board grants licenses to other educators:

- Para-educators
- Guidance counselors
- Social workers
- Audiologists
- Speech/ language pathologists
- School psychologists
- Coaches and administrators

PROTECTING IOWA'S STUDENTS

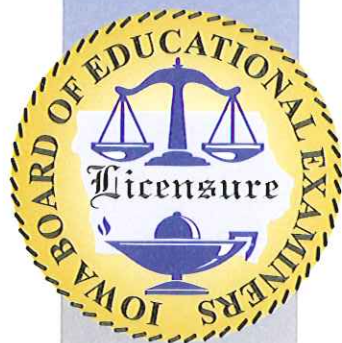


To foster a safe environment for schoolchildren, teachers must follow ethical professional and personal behavior standards. Iowa's Administrative Code, Section 282, Chapter 25, spells out the comprehensive Code of Professional Conduct and Ethics. The Board determines violations and administers sanctions as governed by Section 282, Chapter 11. The Board considers approximately 30 educator discipline cases each year.

Recent Accomplishments

The Board adapts to meet the profession's needs by providing:

- Public access to educators' online records.
- A web based licensure application for Iowa graduates
- An all-online license renewal process, including emailed renewal reminders.
- Online access to all application forms.
- Creation of a teacher intern license, an alternate route to a teaching position for non-education majors
- A short-term substitute teaching authorization for college graduates without an education degree.
- Electronic scanning of fingerprints to expedite background checks.



BOARD OF EDUCATIONAL EXAMINERS

Code of Iowa Chapter 272.10 Fees

4. The Board shall submit a detailed annual financial report by January 1 to the chairpersons and ranking members of the joint appropriations subcommittee on education and the legislative services agency.

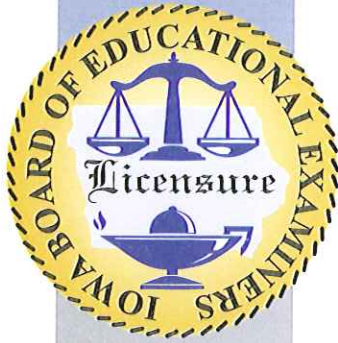
January 1, 2011



Board of Educational Examiners

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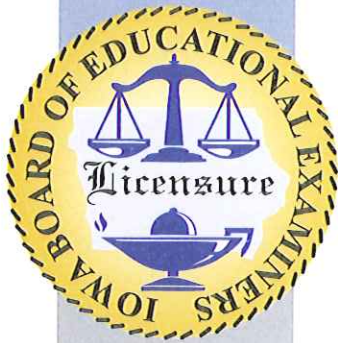
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Mission

The mission of the Iowa Board of Educational Examiners is to establish and enforce rigorous standards for Iowa educational practitioners to effectively address the needs of students.

Beliefs Statements

We Believe:

- that an effective licensure system is efficient, innovative, and responsive to needs of students and educators.
- in collaboration with other organizations to improve professional development and preparation programs.
- that education is a profession.
- that establishing ethical standards protects students and practitioners.

Adopted: June 2001
Reviewed: June 11, 2009
Revised: August 13, 2010

Principles for the Board of Educational Examiners Budgeting Process

Identify a vision and knowledge of the service needs:

1. Identify the vision of what the BoEE should be.
2. Identify the service and the capital needs of the BoEE.

Policies, Goals, Priorities, and Resource Utilizations plans:

3. Identify fiscal and economic policy and goals to meet the vision and needs of the BoEE.
4. Identify the service and capital policy and goals to meet the vision and needs of the BoEE.
5. Identify strategies for managing the BoEE's fiscal process.

Prepare and adopt a fiscal budget that integrates vision, policy, and goals with strategies that are consistent with the current fee structure.

6. Develop and implement a process that prepares a revenue and expenditure plan that is based on the vision, policy and goals of the Board.
7. Establish a plan for forecasting anticipated revenues on a yearly and multiple year basis.

Monitor and control the utilization of resources in meeting the Board's goals.

8. Monitor and control the utilization of resources (expenditures) monthly and make budget adjustments quarterly.
9. When possible identify external factors that may impact the utilization of resources.
10. Make adjustments to the goals if budget adjustments cannot meet the anticipated revenues.

Assumptions

The Board of Educational Examiners' budget was built on the following assumptions since the Board does not receive an appropriation from the Legislature:

1. The budget was built on the assumption that approximately \$500,000 would be deposited to the General Fund.
2. The budget was built on the assumption that 23,590 applications would be processed during FY 2010.
3. 2004 and 2005 legislation changed the revenue stream for the Board. Since that legislation, the Board has taken a conservative position in estimating revenues since prior to 2004 expenditures exceeded revenues.
4. The budget would also include the assessment of \$20,000 in late fees.
5. The Board would not have to increase licensing fees to educators for at least 4 to 6 years.
6. Since the Board does not receive an appropriation, the Board needs a cash carryover to pay its bills at the start of a new fiscal year and end the current fiscal year.
7. Since the Board is fee based, the Board needs \$250,000 to end one fiscal year and needs \$250,000 to start the next fiscal year.
8. Since the Board does not receive an appropriation, a carryover (cash balance) of at least \$500,000 is needed to ensure that the operations of the Board are not jeopardized should a catastrophic reduction in license applications occur.
9. By having a carryover balance of at least \$500,000, the Board has ample time to anticipate the best course of action when faced with unexpected changes in the licensure budgeting process.

10. Technology has increased the effective and efficient use of resources; however, continued development of the application / processing system needs continued funding.

FINDINGS

1. **The General Fund received a deposit of \$552,526 from the Board of Educational Examiners. (Exhibit 6)**
2. Enhancements in the technology infrastructure have allowed the application processing time to be significantly reduced.
 - a. New graduates from Iowa teacher preparation institutions will receive their license within one week of being recommended by the teacher preparation institution if there is no "hit" at the DCI for the criminal background check or the following registries: child abuse registry, dependent adult abuse registry, or the sex abuse registry.
 - b. An online renewal application is completed and the license is received by the teacher and administrator within one week of submission, if there is no "hit" on the child abuse registry, dependent adult abuse registry, or the sex abuse registry and if no audit is required.
 - c. The above activities account for approximately 25% of the Board's processing activity.
3. During FY 2010, the Board processed over 4,000 applications above the budget projection. This is the third year in a row that the numbers of applications processed have exceeded the projected budget number. The additional 4,000 licenses generated approximately \$340,000 over the anticipated revenue.
4. Late Fees were approximately \$55,000 above the projection.
5. The Board has taken a conservative approach to budget development and took the initiative six months before it was mandated by the Governor to reduce staff. The Board reduced 2 fulltime FTE's and 3 part-time FTE's. Also, due to staff furloughs, the carryover dollars were increased by the 5 - 7 days as required by the Governor's mandate. Travel was also reduced.
6. During the FY 2006 legislative session, legislation was passed requiring the Board to check the sex abuse registry, child abuse registry, and the dependent adult abuse registry when renewing a license. The cost for accessing those files with the DCI was absorbed by the Board.

7. Approximately 3,000 renewals were completed online and 350 duplicate licenses were issued online.
8. The addition of the live scan finger print equipment has reduced the turnaround time from 4 to 16 weeks to less than one week.
9. The Board has taken the appropriate action to backup all documents under its jurisdiction.
10. The Board revised its retention schedule with the State Archivist and developed model policy in the processing of paper documents.
11. Exhibit 6 demonstrates the decline in carryover if the number of licenses issued remains at the projected budget level of 23,590.
12. The revenue to the General Fund has remained fairly constant even with the change in the number of licenses processed.
13. Exhibit 8 is the budget for FY 2010.
14. Exhibit 9 is the budget for FY 2011.

RECOMMENDATIONS

1. Maintaining an adequate carryover is essential to the financial stability of the agency. Without an adequate carryover, the Board would not be able to pay its bills at the beginning of the new fiscal year; and, if the projected revenue falls below expectations, the Board would not be able to carry out its responsibilities at the end of the fiscal year.
2. The Board needs continued flexibility in meeting national trends in alternative and non-traditional preparation programs. An example of this flexibility is the Board has initiated a portfolio assessment process that required employing two additional staff to meet this need. Without the additional staff and the assessment process, the Board would not have been able to provide the services necessary to meet the increased demand from non-traditional applicants and therefore out-of-state applicants would not have been be able to use the non-traditional preparation or experience in seeking an Iowa license.
3. This is the fifth year the Board of Educational Examiners has not received an appropriation and the data collected during those years is not adequate to determine a long-term trend for predicting resources; therefore, any short-term changes may adversely impact the ability of the agency to perform its essential function. A minimum of ten years of data would be needed to adequately establish a trend for this agency. The agency has seen the number of applications processed in a year as low as 19,856 and as high as 28,630. This would represent a variance of approximately 8,774 licenses issued in a fiscal year which would represent a change in revenue of approximately \$700,000
4. Continue updating current technology to be more responsive in processing licenses.
5. **An added benefit** from the revenue of the additional licenses processed during FY 2010 permits the Board to continue with the same fee, without an increase, for an additional year or more.
6. Develop a case management system for professional practices files.

7. Develop an orientation and a class for administrators that will address ethics and licensure issues.
8. To enhance communication with Higher Education, develop a program for curriculum exhibits.
9. Update the Board's website to be more user friendly.
10. Develop an ethics course as a remediation tool in administering professional practice decisions.
11. The Board's current financial status will permit the Board to take on additional responsibility; such as, but not limited to, the development of other courses to be used as a remediation tool in administering professional practice decisions.

APPENDICES

- Exhibit 1: History - Number of Licenses Issued by Type
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per Month by Licensure Type
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History - Number of Licenses Issued by Type

Lic. code	Type of License	FY98	FY99	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12
10	Initial	4,124	4,353	5,831	4,858	4,059	4,135	4,173	4,508	4,014	3,918	3841	3,965	3,514		
	Extended Initial Teacher Lic												221	198		
15	Standard	7,460	7,835	6,738	6,624	6,656	7,857	7,157	6,717	5,539	7,238	7871	6,959	6,504		
20	Master Educator	1,239	1,431	1,281	1,437	1,775	1,959	2,690	1,912	1,886	2,208	2203	3,285	2,647		
40	Substitute	2,318	1,787	1,513	1,345	1,299	1,126	1,540	1,310	1,048	1,253	1361	1,506	1,400		
60/70	Post-Secondary	146	276	208	182	134	95	34	5	-	15	0	21	10		
	Provisional Occup									23	5	15	-	-		
	Occupational Sec.									8		3	-	-		
80's	SPR	117	74	100	65	58	41	30	36	47	285	193	98	152		
25	Administrator	585	585	559	597	708	1,280	1,008	593	460	396	728	1,266	955		
	Initial Adm Lic												72	104		
	Extended Initial Adm Lic												13	2		
45	AEA Administrator	4	7	2	8	9	5	8	2	-	-	-	-	-		
44	Evaluator	133	110	140	575	250	1,345	918	973	244	219	195	40	27		
38	Exchange License T or A	390	344	295	319	221	107	115	109	935	934	857	911	885		
	Out-of-Country												26	26		
30	Class A License	579	681	576	840	680	723	678	598	322	195	176	180	592		
35	Class B License	620	703	629	967	963	717	743	673	718	650	1054	983	955		
39	Class C License	115	138	297	163	99	59	32	47	455	449	544	538	233		
61	Class D License	0	0	1	1	1	0	0	1	4	14	6	-	1		
36	Class E License	236	271	266	200	193	207	273	238	267	239	252	275	337		
33	Class G License										12	12	13	19		
90	Coaching Authorization	1,920	1,847	2,185	1,918	2,274	2,218	2,166	2,348	2,332	2,670	2480	2,715	2,840		
91	Coaching Authorization Ext.	0	4	98	226	195	266	289	260	183	169	155	185	173		
	Evaluation Fee						107	0	-	1,034	975	954	1,090	1,107		
	Duplicate License						532	612	545	377	632	575	626	592		
	Endorsements						1,628	3,440	1,916	1,689	1,734	2060	1,820	2,228		
	Teacher Intern								-	10	9	15	17	14		
94	Substitute Authorization	0	0	0	0	0	377	644	722	751	1,665	981	601	936		
93	Paraeducator	0	0	1	48	206	558	1195	808	638	601	599	894	986		
	Para adding areas con									72	171	100	174	226		
92	BTW Authorization	0	0	1	36	76	92	93	93	87	92	114	130	134		
	Orientation & Mobility												6	2		
	Initial Prof Service													15		
	Professiona Service													53		
	PSL _ Class A													1		
	IPREP - Portfolio Review													3		
	Background Checks						6,368	7,046	6,244	5,948	5,961	5420	6,016	5,681		
	TOTAL	19,986	20,446	20,721	20,409	19,856	25,434	27,838	24,414	23,143	26,747	27,344	28,630	27,871	0	0

FY 2010 Actual Number of Licenses Issued per Month

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total Issued
Background	335	492	661	497	441	654	234	674	541	344	447	361	5,681
Initial Teacher lic	149	147	383	316	268	498	170	535	341	226	343	138	3,514
Extended initial	16	14	12	12	11	14	32	15	21	15	21	15	198
Standard License	493	402	352	290	217	241	261	319	334	421	425	629	4,384
Standard Lic - Online	271	215	168	163	135	128	187	136	160	130	153	274	2,120
Master Ed	221	168	153	142	121	107	150	154	108	120	112	193	1,749
Master Ed - Online	96	82	77	66	48	56	89	48	71	66	76	123	898
Professional Adm	130	110	82	65	67	62	66	53	45	37	49	77	843
Prof Adm - Online					8	12	17	10	14	18	15	18	112
Coach Authorization	229	370	270	242	214	203	130	227	302	219	208	226	2,840
Substitute License	160	191	157	128	132	79	89	106	95	90	80	93	1,400
Substitute Auth	49	112	126	152	90	71	73	64	73	72	29	25	936
Endorsement	186	234	211	128	124	115	181	152	163	162	188	384	2,228
Duplicate Lic	26	23	30	18	10	9	7	12	17	23	15	17	207
Duplicate Lic - Online	41	56	27	28	32	11	29	31	24	48	36	22	385
Tx Evaluation	150	110	77	71	48	47	65	91	81	80	101	186	1,107
Late Payment	209	219	241	260	254	324	261	334	166	112	115	153	2,648
Late Payment - online	37	34	23	17	14	3	17	9	14	12	11	13	204
Out-of-state T or A	137	121	89	60	46	40	43	73	60	48	63	105	885
Out-of-country	1	1	4	10	1	1	1	1	0	0	2	4	26
BTW Driving Instr	6	6	3	1	5	35	12	16	12	12	12	14	134
Class A	45	66	60	55	51	41	46	61	48	40	33	46	592
Class B	83	119	126	122	122	54	63	29	33	32	42	130	955
Class C	87	110	19	9	3	0	4	1	0	0	0	0	233
Calss D	0	1	0	0	0	0	0	0	0	0	0	0	1
Calss E	16	30	39	29	27	38	23	29	32	35	18	21	337
Class G	2	5	3	1	1	1	0	1	1	1	3	0	19
Coach Auth Extend	21	13	20	25	15	8	5	12	8	17	16	13	173
Evaluator (New)	0	3	4	3	0	0	1	8	0	1	3	4	27
Initial Admn Lic	0	3	20	1	1	0	17	21	6	10	19	6	104
Extended initial Adm	0	0	0	0	0	2	0	0	0	0	0	0	2
Career & Tech	0	5	0	1	1	0	1	0	0	0	0	2	10
Paraeducator	139	139	85	41	25	54	51	74	80	72	86	140	986
Para Add Con	34	31	16	10	9	2	14	12	12	21	35	30	226
Orientation & Mobility	0	0	0	1	0	0	1	0	0	0	0	0	2
SPR	14	10	13	19	10	11	10	15	11	6	14	19	152
Teacher Intern Lic	2	2	0	0	0	0	1	0	0	5	1	3	14
Initial Prof Service				1	0	4	0	3	0	2	3	2	15
Professional Service				0	0	0	4	12	6	5	10	16	53
PSL- Class A												1	
IPREP-Portfolio Review										3			
Over Payment	8	1	0	9	4	6	5	5	13	11	10	16	88
Total # Licenses Issued	2804	2,899	2,626	2,210	1,842	1,944	1,843	2,321	2,158	2,037	2,211	2,976	27,871

Number of Licenses Issued by Month

	July	August	September	October	November	December	January	February	March	April	May	June	Total number of Licenses Issued
FY 2004	4,142	2,867	2,293	2,164	1,443	1,541	1,825	1,600	2,906	2,082	2,141	2,834	27,838
Running Total	4,142	7,009	9,302	11,466	12,909	14,450	16,275	17,875	20,781	22,863	25,004	27,838	
FY 2005	2,547	3,394	1,631	1,916	1,423	1,324	1,579	1,567	2,640	1,753	2,130	2,511	24,415
Running Total	2,547	5,941	7,572	9,488	10,911	12,235	13,814	15,381	18,021	19,774	21,904	24,415	
FY 2006 Actual	1,722	2,259	2,005	2,062	1,452	1,469	1,744	1,820	2,299	1,683	1,851	2,776	23,142
Running Total	1,722	3,981	5,986	8,048	9,500	10,969	12,713	14,533	16,832	18,515	20,366	23,142	
FY 2007 Actual	2,008	2,788	2,503	2,302	1,538	1,486	1,654	2,300	2,028	1,680	1,736	2,910	* 26,747
Running Total	2,008	4,796	7,299	9,601	11,139	12,625	14,279	16,579	18,607	20,287	22,023	24,933	
FY 2008 Actual	1,895	2,580	2,592	2,199	1,795	1,161	1,733	2,384	1,792	1,748	1,883	2,242	*27344
Running Total	1,895	4,475	7,067	9,266	11,061	12,222	13,955	16,339	18,131	19,879	21,762	24,004	
FY 2009 Actual	2,902	3,413	2,644	2,547	1,779	1,726	1,979	2,221	2,393	1,844	2,259	2,923	28,630
Running Total	2,902	6,315	8,959	11,506	13,285	15,011	16,990	19,211	21,604	23,448	25,707	28,630	
FY 2010 Actual	2,804	2,899	2,626	2,210	1,842	1,944	1,843	2,321	2,158	2,037	2,211	2,976	27,871
Running Total	2,804	5,703	8,329	10,539	12,381	14,325	16,168	18,489	20,647	22,684	24,895	27,871	

Proj FY10 for Budget	1,966	1,966	1,966	1,966	1,966	1,966	1,966	1,966	1,966	1,966	1,965	1,965	23,590
Running Total	1,966	3,932	5,898	7,864	9,830	11,796	13,762	15,728	17,694	19,660	21,625	23,590	

FY 10 Balance Sheet / Cashflow Chart

	July	August	Sept.	October	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Total
Resources:													
Balance Forward from 09	\$ 200,000	\$ 265,147											\$ 465,147
Carry FWD FY 11												(695,116)	\$ (695,116)
401 Fees, Lic. & Permits	\$ 147,210	\$ 174,632	\$ 157,921	\$ 138,049	\$ 116,070	\$ 102,635	\$ 133,694	\$ 135,804	\$ 140,039	\$ 120,922	\$ 129,476	\$ 170,989	\$ 1,667,441
704 Other	\$ 19,548	\$ 30,955	\$ 42,132	\$ 31,409	\$ 28,119	\$ 37,570	\$ 18,907	\$ 42,497	\$ 35,235	\$ 22,124	\$ 28,481	\$ 22,212	\$ 359,189
BoEE Total Resources:	\$ 366,758	\$ 470,733	\$ 200,053	\$ 169,458	\$ 144,189	\$ 140,205	\$ 152,601	\$ 178,301	\$ 175,274	\$ 143,046	\$ 157,957	\$ (501,915)	\$ 1,796,661
401 GenFund	\$ 48,729	\$ 57,865	\$ 52,377	\$ 45,773	\$ 38,469	\$ 33,995	\$ 44,263	\$ 45,098	\$ 46,393	\$ 40,031	\$ 42,887	\$ 56,646	\$ 552,526
Expenditures:													
101 Personal Services	\$ 77,848	\$ 108,206	\$ 109,125	\$ 110,800	\$ 108,052	\$ 109,782	\$ 96,585	\$ 99,430	\$ 98,731	\$ 97,152	\$ 93,342	\$ 168,051	\$ 1,277,104.86
202 In-State Travel		\$ 31	\$ 1,583	\$ 1,411	\$ 482	\$ 1,562	\$ 33	\$ 905	\$ 1,523	\$ 248	\$ 1,255	\$ 1,962	\$ 10,993.90
203 Assigned Vehicle		\$ 20	\$ 149	\$ 173	\$ 153	\$ 376	\$ 17	\$ 96	\$ 68	\$ 192	\$ 137	\$ 236	\$ 1,618.14
204 Vehicle Depreciation			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
205 Out-of-State Travel			\$ 674	\$ 424	\$ 1,232	\$ 472	\$ 1,579	\$ 133	\$ 1,027	\$ 268	\$ -	\$ 5,007	\$ 10,816.09
301 Office supplies	\$ 4,569	\$ 210	\$ 207	\$ 116	\$ 71	\$ 151	\$ 24	\$ 12	\$ 407	\$ 108	\$ 489	\$ 155	\$ 6,519.23
304 Professional Supplies			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
309 Printing & Binding		\$ 1,195	\$ 1,349	\$ 1,086	\$ 3,763	\$ 225	\$ (1,461)	\$ 1,363	\$ 18	\$ 110	\$ 10	\$ 3,972	\$ 11,627.95
313 Postage		\$ 2,611	\$ 2,763	\$ 2,284	\$ 2,106	\$ 1,710	\$ 1,479	\$ 1,696	\$ 1,728	\$ 1,901	\$ 2,030	\$ 4,738	\$ 25,045.83
401 ICN/Communications	\$ 341	\$ 793	\$ 779	\$ 1,005	\$ 1,382	\$ 886	\$ 1,607	\$ 775	\$ 758	\$ 760	\$ 771	\$ 1,283	\$ 11,141.55
402 Rentals	\$ 760	\$ 978	\$ -	\$ -	\$ 298	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,036.46
405 Professional Services		\$ 150	\$ 1,471	\$ 736	\$ 780	\$ 150	\$ -	\$ 1,225	\$ 733	\$ -	\$ 1,198	\$ 400	\$ 6,843.17
406 Outside Services		\$ 20,130	\$ 25,583	\$ 27,032	\$ 28,359	\$ 19,986	\$ 27,928	\$ 17,680	\$ 30,475	\$ 24,316	\$ 18,555	\$ 37,813	\$ 277,853.80
407 Trans to Other agency			\$ -	\$ -	\$ 1,538	\$ -	\$ -	\$ 3,574	\$ -	\$ 592	\$ -	\$ 427	\$ 6,130.00
408 Advertising			\$ -	\$ -	\$ 187	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 187.31
409 Outside Repairs/Ser	\$ 490	\$ 198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190	\$ 498	\$ 214	\$ -	\$ 4,248	\$ 5,837.36
411 Atty General Reimb			\$ 4,181	\$ 2,287	\$ 2,093	\$ 2,134	\$ 2,083	\$ 2,101	\$ 2,083	\$ 2,154	\$ 2,084	\$ (40)	\$ 21,161.18
412 Aditor of State Reimb			\$ -	\$ -	\$ 1,596	\$ -	\$ -	\$ 1,737	\$ -	\$ (461)	\$ -	\$ 3,455	\$ 6,326.47
414 Other Agency Reimb		\$ 410	\$ 1,152	\$ 444	\$ 444	\$ 411	\$ 698	\$ 2,564	\$ 402	\$ 1,750	\$ 1,488	\$ 1,016	\$ 10,781.29
416 ITE Reimbursement		\$ 1,410	\$ 1,641	\$ 1,079	\$ 1,189	\$ 1,246	\$ 2,424	\$ 1,246	\$ 986	\$ 1,032	\$ 2,760	\$ 965	\$ 15,977.15
417 Workers Comp			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
418 IT Contracted services	\$ 9,760		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,125	\$ 574	\$ -	\$ -	\$ 15,457.75
502 Equipmt Inventory			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
503 Equipmt Non-Inven			\$ -	\$ -	\$ -	\$ 1,009	\$ -	\$ 1,364	\$ -	\$ -	\$ -	\$ -	\$ 2,373.00
505 DP Non-Inventory			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
510 IT Equipment	\$ 3,548	\$ 5,752	\$ 23	\$ 103	\$ 273	\$ 334	\$ -	\$ 5,346	\$ 4,051	\$ 6,998	\$ -	\$ 23,702	\$ 50,130.08
602 SWICAP			\$ 1,156	\$ 394	\$ 15,841	\$ 691	\$ -	\$ 310	\$ 430	\$ 644	\$ -	\$ 1,232	\$ 20,697.95
705 Refunds													\$ -
Expenditure Subtotal	\$ 97,315	\$ 142,095	\$ 151,836	\$ 149,375	\$ 169,838	\$ 141,124	\$ 132,996	\$ 141,744	\$ 149,045	\$ 138,552	\$ 124,118	\$ 258,623	\$ 1,796,660.52
Excess (Deficiency) of Rev over Expend	\$ 69,442	\$ 328,639	\$ 48,217	\$ 20,083	\$ (25,649)	\$ (919)	\$ 19,605	\$ 36,557	\$ 26,229	\$ 4,494	\$ 33,838	\$ (760,538)	
Beginning Cash Balance	\$ 200,000	\$ 269,442	\$ 598,081	\$ 646,298	\$ 666,381	\$ 640,732	\$ 639,814	\$ 659,419	\$ 695,976	\$ 722,206	\$ 726,700	\$ 760,538	
Ending Cash Balance	\$ 269,442	\$ 598,081	\$ 646,298	\$ 666,381	\$ 640,732	\$ 639,814	\$ 659,419	\$ 695,976	\$ 722,206	\$ 726,700	\$ 760,538	\$ -	

Obligations vs. Budget Report

Budget Fiscal Year: 2010

	Total Obligations FY-To-Date	Current Annual Budget	Budget Balance	Percent of Budget Spent
Resources:				
Balance Forward	\$ 465,147	\$ 500,000		
Receipts				
Salary adj				
401 Fees, Lic. & Permits	\$ 1,667,440.62	\$ 1,300,000		
704 Other	\$ 359,189.00	\$ 306,800		
Total Resources:	\$ 2,491,776.32	\$ 2,106,800.00	\$ (384,976.32)	118.27%
Expenditures:				
101 Personal Services	\$ 1,277,104.86	\$ 1,499,951	\$ 222,846	85.14%
202 In-State Travel	\$ 10,993.90	\$ 25,000	\$ 14,006	43.98%
203 Assigned Vehicle	\$ 1,618.14	\$ 4,000	\$ 2,382	40.45%
204 Vehicle Depreciation	\$ -	\$ 3,000	\$ 3,000	0.00%
205 Out-of-State Travel	\$ 10,816.09	\$ 20,000	\$ 9,184	54.08%
301 Office supplies	\$ 6,519.23	\$ 10,000	\$ 3,481	65.19%
304 Professional Supplies	\$ -	\$ -	\$ -	#DIV/0!
309 Printing & Binding	\$ 11,627.95	\$ 17,000	\$ 5,372	68.40%
313 Postage	\$ 25,045.83	\$ 40,000	\$ 14,954	62.61%
401 ICN/Communications	\$ 11,141.55	\$ 15,000	\$ 3,858	74.28%
402 Rentals	\$ 2,036.46	\$ 2,000	\$ (36)	101.82%
405 Professional Services	\$ 6,843.17	\$ 20,000	\$ 13,157	34.22%
406 Outside Services	\$ 277,853.80	\$ 275,000	\$ (2,854)	101.04%
407 Trans to Other agency	\$ 6,130.00	\$ -	\$ (6,130)	#DIV/0!
408 Advertising	\$ 187.31	\$ 2,000	\$ 1,813	9.37%
409 Outside Repairs/Ser	\$ 5,837.36	\$ 3,000	\$ (2,837)	194.58%
411 Atty General Reimb	\$ 21,161.18	\$ 26,000	\$ 4,839	81.39%
412 Aditor of State Reimb	\$ 6,326.47	\$ 7,500	\$ 1,174	84.35%
414 Other Agency Reimb	\$ 10,781.29	\$ 14,000	\$ 3,219	77.01%
416 ITE Reimbursement	\$ 15,977.15	\$ 35,000	\$ 19,023	45.65%
417 Workers Comp	\$ -	\$ -	\$ -	#DIV/0!
418 IT Contracted services	\$ 15,457.75	\$ 10,000	\$ (5,458)	154.58%
502 Equipment Inventory	\$ -	\$ 5,000	\$ 5,000	0.00%
503 Equipment Non-Inven	\$ 2,373.00	\$ 2,500	\$ 127	94.92%
505 DP Non-Inventory	\$ -	\$ -	\$ -	#DIV/0!
510 IT Equipment	\$ 50,130.08	\$ 45,000	\$ (5,130)	111.40%
602 SWICAP	\$ 20,697.95	\$ 25,000	\$ 4,302	82.79%
705 Refunds				
Carryover		\$ 849		
Expenditure Subtotal	\$ 1,796,660.52	\$ 2,105,951	\$ 309,290	85.31%

Projected Revenue and Expenditures

		Actual FY 2006	Actual FY 2006	Actual FY 2007	Actual FY 2008	Actual FY 2009	Actual FY 2010	Projected FY 2011	Projected FY 2012
Resources:									
Balance Forward		\$ -	\$ 6,533	\$ 186,971	\$ 751,218	\$ 999,099	\$ 465,147	\$ 695,116	\$ 580,253
Appropriations		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Receipts									
Salary adj		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees, Lic. & Permits*		\$ 1,857,500	\$ 1,869,711	\$ 2,095,686	\$ 2,185,116	\$ 2,330,805	\$ 2,219,966	\$ 2,005,150	\$ 2,005,150
Other		\$ 320,718	\$ 304,913	\$ 308,963	\$ 278,178	\$ 315,462	\$ 359,189	\$ 330,000	\$ 330,000
Total Resources:		\$ 2,178,218	\$ 2,174,624	\$ 2,591,620	\$ 3,214,512	\$ 3,645,367	\$ 3,044,303	\$ 3,030,266	\$ 2,915,403
Expenditures:									
General Office**		\$ 1,156,788	\$ 1,204,206	\$ 1,103,643	\$ 1,457,624	\$ 1,598,423	\$ 1,518,807	\$ 1,623,726	\$ 1,704,912
DCI/FBI Bkgd checks		\$ 320,718	\$ 213,726	\$ 214,339	\$ 213,824	\$ 247,658	\$ 277,854	\$ 325,000	\$ 325,000
Inter State Transfers						\$ 754,000			
General Fund	25%	\$ 501,525	\$ 502,194	\$ 522,420	\$ 543,965	\$ 580,139	\$ 552,526	\$ 501,288	\$ 501,288
Expenditure Subtotal		\$ 1,979,031	\$ 1,920,126	\$ 1,840,402	\$ 2,215,413	\$ 3,180,220	\$ 2,349,187	\$ 2,450,014	\$ 2,531,200
Revenue minus Expenditures		\$ 199,187	\$ 254,498	\$ 751,218	\$ 999,099	\$ 465,145	\$ 695,116	\$ 580,253	\$ 384,203
Carryover	Unlimited	\$ 0	186,971	\$ 751,218	\$ 999,099	\$ 465,145	\$ 695,116	\$ 580,253	\$ 384,203
Balance to General Fund		\$ 13,437	67,527						
Total to General Fund		514,962	569,721	522,420	543,965	580,139	552,526	501,288	501,288

** Assumes 5.0% annual increase in General Office expenditures

Assumes the number of licenses issued each year at 23, 590

Based on an \$85 application fee.

Projected Agency Revenue and Expenditures Forecast without General Fund Dollars

	Actual FY 2001-02	Actual FY 2002-03	Actual FY 2003-04	Actual FY 2004-05	Actual FY 2005-06	Actual FY 2006-07	Actual FY 2007-08	Actual FY 2008-09	Actual FY 2009-10
Resources:									
Balance Forward	\$ 93,336	\$ 50,273	\$ 34,116	\$ 0	\$ 6,533	\$ 186,971	\$ 751,218	\$ 999,099	\$ 465,148
Appropriations	\$ 42,975	\$ 41,688	\$ 40,974	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Receipts									
Salary adj		\$ 1,014	\$ -	\$ -					
Fees, Lic. & Permits	\$ 521,239	\$ 567,778	\$ 594,865	\$ 606,630	\$ 1,367,517	\$ 1,573,266	\$ 1,641,152	\$ 1,750,666	\$ 1,667,440
Other	\$ 218,718	\$ 230,206	\$ 251,694	\$ 254,944	\$ 304,913	\$ 308,963	\$ 278,178	\$ 315,462	\$ 359,189
Total Resources:	\$ 782,932	\$ 840,686	\$ 887,533	\$ 861,574	\$ 1,672,430	\$ 2,069,200	\$ 2,670,547	\$ 3,065,228	\$ 2,491,777
Expenditures:									
General Office	\$ 556,843	\$ 581,434	\$ 648,004	\$ 616,220	\$ 1,204,206	\$ 1,103,643	\$ 1,457,624	\$ 2,352,423	\$ 1,518,807
DCI/FBI Bkgd checks	\$ 269,152	\$ 275,409	\$ 273,644	\$ 238,821	\$ 213,726	\$ 214,339	\$ 213,814	\$ 247,658	\$ 277,854
Expenditure Subtotal	\$ 825,995	\$ 856,843	\$ 921,648	\$ 855,041	\$ 1,417,932	\$ 1,317,982	\$ 1,671,438	\$ 2,600,081	\$ 1,796,661
Resources minus Expenditures =	\$ (43,063)	\$ (16,157)	\$ (34,115)	\$ 6,533	\$ 254,498	\$ 751,218	\$ 999,099	\$ 465,165	\$ 695,116
Carry Forward	\$ 50,273	\$ 34,116	\$ 0	\$ 6,533	\$ 186,971	\$ 751,218	\$ 999,099	\$ 465,165	\$ 695,116
FTE Positions									
FTE Budgeted	9.00	7.00	7.00	7.00	12.00	12.00	14.00	18.00	16.00
FTE Used	6.36	6.53	6.73	6.73	12.00	12.00	15.00	17.00	15.00

The number of FTE's does not include the number of part time or contracted employees for the Live Scan (fingerprint) program.

Board of Educational Examiners SFY 10 Budget

SFY 10 Spending Plan Board of Education Examiners - after Layoff plan app Appropriation Unit # 0154		Licensure Fees Total 0001-9397
Revenue		
	Appropriation	-
	Brought FWD 09	465,165
	501 Fees	1,300,000
	704 Misc Receipts	306,800
	Total Funds Available	2,071,965
Expenditures		
	FTE's	15
	101 Personal Services	1,366,088
	202 In-State Travel	25,000
203/4	Assigned Vehicle Operation	4,000
	205 Out-of-State Travel	3,000
	301 Office Supplies	20,000
	304 Workshop Materials	10,000
	308 Other Supplies	-
	309 Printing & Binding	17,000
	313 Postage	40,000
	401 Communications/ ICN	15,000
	402 Rentals	2,000
	405 Professional Services	20,000
	406 Outside Services	275,000
	407 Intra State Transfer	-
	408 Advertising	2,000
	409 Outside Repairs/Services	3,000
	411 Atty General Reimb	26,000
	412 Auditor of state Reimbursement	7,500
	414 Other Agency Reimb	12,000
	416 ITE Reimbursement	30,000
	417 Workers Compensation	5,000
	418 IT Contracted Services	15,000
	502 Office Equipment	5,000
	503 Equipmment Non-Inventory	2,500
	510 Data Processing	35,000
	602 IDC/SWICAP/Other Expense	25,000
	801 State Aid (Pass Through)	-
	Total Expenditures	1,965,088
Estimated Carry Forward 11 (E8-E38)		106,877

Do not use budget in shaded areas

Calculations in cells highlighted

Board of Educational Examiners SFY 11 Budget

SFY 11 Spending Plan Board of Education Examiners Appropriation Unit #0154		Licensure Fee % Increase 0001-9397
Revenue		
Appropriation		-
Brought Fwd 10		650,000
401 Licensure Fees		1,307,000
704 DCI Check		300,000
Total Funds Available		2,257,000
Expenditures		
	FTE's	15
101 Personal Services		1,317,300
202 In-State Travel		25,000
203 Assigned Vehicle Operation		4,000
204 Vehicle Depreciation		3,000
205 Out-of-State Travel		20,000
301 Office Supplies		20,000
304 Workshop Materials		10,000
309 Printing & Binding		17,000
313 Postage		40,000
401 Communications/ ICN		18,000
402 Rentals		2,500
405 Professional Services		20,000
406 Outside Services		285,000
407 Intra State Transfer		8,500
408 Advertising		2,000
409 Outside Repairs/Services		4,500
411 Atty General Reimb		28,000
412 Auditor of state Reimbursement		7,500
414 Other Agency Reimb		17,000
416 ITE Reimbursement		30,000
418 IT Contracted Services		20,000
502 Office Equipment		5,000
503 Equipment Non-Inventory		5,000
510 Data Processing		40,000
602 IDC/SWICAP/Other Expense		30,000
801 State Aid (Pass Through)		-
Total Expenditures		1,979,300
Estimated Carry Forward 12 (E8-E38)		277,700

Do not use budget in shaded areas
Calculations in cells highlighted

ACCOMPLISHMENTS

- 1. Developed an educator licensure database**
- 2. Updated Visual Imaging system – program and equipment**
 - a. Scanners are faster**
 - b. Data entry is within 2 days of receipt of materials.**
- 3. Developed an on line renewal system for teachers and administrators**
 - a. Licensing process takes less than a week to receive the license**
 - b. 20 % of all applications receive an audit**
- 4. Initiated a finger print scans**
 - a. Staff go to the higher education site and do finger print scans**
 - b. Electronic scanners reduce the turnaround time to 10 days or less**
 - c. Finger print cards take from 4 to 16 weeks for the results to be reported.**
- 5. Created a backup system – have tape system and a mirror image system, prior to the 2005 we did not have a reliable backup system.**
- 6. Developed the IPREP system – (Iowa Portfolio Review and Evaluation Process) a program that assists in the analysis of non-traditionally prepared out-of-state teacher applicants.**
- 7. Efficient and effective use of technology has caused a periodic evaluation of staff requirements and the realignment of duties to meet the agencies needs. An Information Technology Consultant and an Investigator have been hired since 2005; however, the number of FTE's has not increased since 2005.**
- 8. Developed a replacement cycle for technology equipment.**
- 9. Reduced processing time for all applications. In the past, some applications may have taken 8-12 weeks for a license to be issued. Today, applications may be processed in a couple of days.**
- 10. Delayed fee increase through the effective and efficient use of resources, the agency has not had to have a fee increase since 2005. It is anticipated that if all factors stay constant, the Board will not have to consider a fee increase for at least another two years.**